

Capital Complex Rent

The capital complex consists of 44 buildings.

The Department of Administration, General Services Division (GSD) is tasked with facilities and grounds management. The Facilities Management Bureau within the division is tasked with maintaining the facilities. The Grounds Management Bureau is tasked with grounds maintenance.

The budget for these facility and ground management activities is projected over the biennium. These costs are categorized as office, warehouse or grounds related. The total campus square footage of each category is used to develop a rate per square foot. The rate is then used to assign cost to agencies based on square footage occupied.

Facility maintenance consists of (not all inclusive):

- Electricity
- Natural Gas
- Water
- Sewer
- Heating Ventilation Air Conditioning (HVAC) Maintenance and Service
- Access Control/Security Systems
- Elevator Control and Maintenance
- Janitorial Services
- Garbage and Trash removal
- Pest Control
- Office space rates are \$9.888 per sq. ft. in FY 2016 and \$9.910 in FY 2017
- Warehouse rates are \$4.625 per sq. ft. in FY 2016 and 4.637 in FY 2017

Grounds maintenance consists of (not all inclusive):

- Lawn care
- Sprinkler systems
- Snow removal
- Landscaping
- Warehouse rates are \$0.615 per square foot for the biennium

The Section A subcommittee reviews the budget for GSD budget and approves the rate that will be used by other subcommittees.

This system allows the agency to focus their efforts on their core competency, leaving facilities management to the General Services Division. The division operates on a 60 days working capital basis.

By statute, the rates charged must be commensurate with cost.

Title 17, Chapter 8, Part 1 Montana Code speaks to this and defines the role of the legislative auditor as it relates to fees charges and internal service fund balance.

17-8-101. Appropriation and disbursement of money from treasury

(6) Fees and charges for services deposited in the internal service fund type must be based upon commensurate costs. The legislative auditor, during regularly scheduled audits of state agencies, shall audit and report on the reasonableness of internal service fund type fees and charges and on the fund equity balances.